



## CITY OF WESLACO

### JOB OPPORTUNITIES

**Applications are being accepted for the following positions:**

**For application instructions Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Click on the Human Resource link - Job Opportunities to download a copy of the application.

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## JOB ANNOUNCEMENT

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| <b>Position Title:</b><br><b>Finance Director</b><br>(EXEMPT) | <b>EEOC Occupation</b><br><b>Classification:</b><br><b>Professional</b> | <b>Finance Department:</b><br><b>Job No. 1520</b> | <b>Salary Range:</b><br><b>*D.O.E.</b> | <b>Deadline:</b><br><b>Open Until Filled</b> |
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#### **JOB SUMMARY:**

The Finance Director is responsible for the development and administration of a major department of the City regarding the City's financial services. Work includes the control of all accounting, purchasing, collection of taxes and other revenues, and payments being properly administered. Oversees the maintenance and integrity of the accounting systems, coordinates financial transactions, ensures for the proper preparation and maintenance of financial records, reports and statements, and develops and maintains internal control policies. Employee acts as a liaison between the Finance Department and all other City departments, state and federal agencies as required. The employee is required to perform all similar or related duties.

#### **REPORTING RELATIONSHIP:**

Reports to City Manager

**Qualifications:** Position requires a College Degree in Finance Administration, and five to seven (5-7) years of experience in municipal finance or related field; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Municipal finance and accounting practices and procedures, internal control procedures and management information systems, payroll, purchasing and accounts payable functions, budgetary and accounting reporting systems. Knowledge of generally Accepted Accounting Principals (GAAP) of the Governmental Accounting Standards Board.

#### **Special Requirements:**

Certified Public Accountant is desirable and certification by GFOA required within three (3) years of appointment.

### **COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

#### **For More Information Contact:**

City of Weslaco  
Human Resources Department  
255 S. Kansas Avenue

Weslaco, TX 78596

#### **Or Call:**

(956) 968-3181

**Or Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Email: [hro@weslacotx.gov](mailto:hro@weslacotx.gov)

**\*Depending on Experience**

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**HR POSTED-12/19/14**